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**TOWN OF ESTON**

**Request for Proposals (RFP)**

**Eston Lions Pool Building Upgrade**

Opening Date: May 12, 2022

Closing Date: May 31, 2022

1. **OPPORTUNITY**

The Town of Eston is wishing to upgrade the interior of the Eston Lions Pool building.

1. **SCHEDULE**

Services are to commence on September 19, 2022 or on the date thereafter when the formal management agreement is executed.

Services to be completed no later than February 3, 2023.

1. **BACKGROUND**

The Eston Lions Pool building from front entrance/ lobby area, to the guards’ room and into the change rooms needs an update and renovation. Any plumbing changes need to be done through permits with TSASK.

1. **SCOPE OF WORK** /or **SERVICES REQUESTED**

We are looking for a quote for the following items to be completed:

* Repair and fill any holes in the walls touch up as required.
* Supply and install new floor grip coating.
* Supply and install 2 new cedar benches in both male and female changerooms.
* Supply and install 2 new doors.
* Supply and install new change rooms stalls, handrails and washroom accessories.
* Supply and install new counters, shelving, and square locker design in Entrance Office.
* Remove required contents in Men’s and Women’s Changeroom.
* Supply and install drainage and water lines.
* Add toilet to new Women’s changeroom.
* Add two urinals to New Men’s changeroom.
* Remove 1 toilet from Men’s changerooms.
* Adjust sink drainage for new cabinets in both change rooms.
* Adjust toilet locations for one ADA bathroom stall in each change room.
* Supply and install new waterlines for showers.
* Supply and install two mixing valves for showers.
* Demo existing plumbing as needed.
* Supply and install paint touch ups.
1. **QUALIFICATIONS & SKILLS REQUIRED**
	1. Legal Business Licence required
	2. Proof of Insurance
	3. Proof of WCB
2. **PROPOSAL SUBMISSION REQUIREMENTS**

All proposals should contain the following items:

1. Business Description
	1. Name of company
	2. Owners and key manager
	3. Location
	4. Business start date
	5. Number of employees
2. Work – Describe how you will complete the Scope of Work as outlined in #4 of this document.

Please include:

* 1. Service/Proposed Design Details, including but not limited to:
		1. Methodology
		2. Subcontracting services involved
		3. Timeline of project – Identify the start and completion dates, and any additional benchmarks
	2. Goods or products associated with the job
		1. Sketch / visual image
		2. Description including materials, dimensions and colors,
1. Qualifications - Demonstrate that the company has the personnel who possess the knowledge and skills required for the successful completion of the project outlined in #5 of this document.
	1. Certifications – if certain skills are required for the job, affirm that these are being met.
	2. References – Provide 2 customer references for which you provided similar service/product in the last 2 years. Include the name of the company and where it is located, the contact person, and the details of the project.
2. Costs – Provide a detailed cost outline separating all components above in section 4.
3. Guarantee – Describe terms of guarantee.
4. **SUBMISSION INSTRUCTIONS**

When submitting your Proposal, please note the following:

1. The proposal should be received in its entirety before the submission deadline of 4:00 p.m. local time, Friday, June 3, 2022, preferably by email to:

recreation@eston.ca

or alternately, delivered to:

Town of Eston Office

111 4 Ave SE

Eston, SK S0L1A0

1. The Town will not accept liability for any late, lost, or improperly delivered email, parcel or facsimile. We recommend that you contact the Town Administration Office to verify successful delivery.
2. Questions or inquiries concerning this RFP shall be directed Bret Howe, Recreation Director, and can be submitted to the email or post addresses provided above no later than five (5) work days prior to the proposal deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

Bret Howe

Email: recreation@eston.ca

Phone: (306) 962-4460

1. This is **not** a Request for Tenders or an offer. The Town is not bound to accept the lowest price proposal, nor any proposal of those submitted.
2. The Agreement will contain the relevant provisions of this RFP, the accepted proposal, as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereof. The Town reserves the right to negotiate modifications with any proponent who has submitted a proposal.
3. Prior to commencing work, the successful proponent shall obtain all authorizations required by the law to enable them to carry on business and to complete work required by the agreement, such as Saskatchewan GST requirements and a Town Business License.
4. Proposals may be short listed. Proponents who are short listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
5. The proposal and accompanying documentation submitted by all proponents become the property of the Town and will not be returned.
6. The Town reserves the right to withdraw this RFP at any time prior to the signing of a Contract for services.
7. **EVALUATION**

Submissions to the RFP will be reviewed by an Eston & District Recreation Committee. The winning proponent will be selected on the following criteria:

1. Experience
	* Years of Service
	* Work in similar facilities (size and function)
2. Understanding of structures
3. Understanding of Recreation Systems
4. Cost of service
5. References
6. **AGREEMENT**

The Town reserves the right to enter into an agreement for only portions of the services contemplated by the proposals with one or more of the Proponents.

After the selection of the successful Proponent(s), a formal written agreement will be prepared and will not be binding until it has been approved by the Council of the Town of Kindersley and signed by both parties.

The Agreement will contain the relevant provisions of this RFP, the accepted proposal, as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereof.

1. **ATTACHMENTS**

Saskatchewan Ministry Of Health: Swimming Pool Design & Operational Standards.